2 February 1974

STAT NOTE FOR: [_____]

STAT SUBJECT : DD/M&S Conference at [_____]

Reference is made to the attached report of the 1973 Management Conference and the "hefty platter" of at least twenty-five recommendations which resulted. In line with our recent discussion, I really feel personally that there were so many suggestions that it proved less effective than if there were five or eight hard-hitting and well-documented recommendations.

Quite aside from the above, the following questions come to mind, and I solicit your views on this:

a. The DD/M&S and the ADD/M&S now meet with the Office Directors and their Deputies on the last Friday of every month. Are there any items in the report that would deserve discussion by Mr. Brownman and Mr. Blake at the February meeting? We plan on preparing an informal agenda.

b. The DD/M&S and the ADD/M&S plan on meeting with the Office Directors at [_____] for three days on 8, 9 and 10 March 1974. Are there any more significant items which should be discussed or explored at that conference? Defer to you but my initial reaction was that some attention might possibly be given to:

(1) The clerical career concepts, which is being studied by [_____] (F).

(2) The rotational assignment proposal (G).

(3) The EEO program and the proposal to provide training and assignments for women and minorities (O).

(4) The proposal to hold quarterly meetings in the auditorium, with a view toward improving communications. I feel a yearly meeting is a good idea, but DD/M&S and ADD/M&S might wish to obtain the views of the Office Directors, either before or after the 15 March meeting (V).

(5) The proposal to use CT's, co-op students, and summer interns for MG staffing (Z).

c. The DD/M&S has decided to hold a "State of the Directorate" meeting in the auditorium on 15 March, and the thought has occurred that Mr. Brownman might wish to address some of the points brought up at the Management Conference. An agenda is being prepared at the present time, and it would seem that the recent changes in the MG Career Service deserve attention.

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I stress that these are merely suggestions and ideas on my part, and some of the proposals may not be advisable or feasible, particularly when it touches upon your program, of which I have no detailed knowledge. It would seem worthwhile, however, for everyone concerned, to at least bring these items forth for open discussion, even if the final decision is that we should effect no changes.

STAT

EO-DD/M&S

Att
Final Report of the Management Conference of 1973

cc: Monthly meeting folder

STAT _____ Planning folder
State of the Directorate folder

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